

City of Brunswick Zoning Certificate Applications

BRUNSWICK ZONING ORDINANCE ARTICLE 6, SECTION 2, states “it shall be unlawful to locate or begin the excavation, erection, construction, reconstruction, extension, conversion, or structural alteration of any building or structure, or establish a new use without first obtaining a zoning certificate from the Zoning Administrator or authorized agent, as well as a Frederick County Building Permit from the Frederick County Office of Permits and Inspections, as required.”

PLEASE NOTE: Effective July 20, 2006, all new 1- and 2-family dwellings constructed in Frederick County must have sprinkler systems installed in order to receive Use and Occupancy (U&O) approval (County Ordinance 06-26-422). Exemptions may be granted for homes with a water improvement plan approved by the City BEFORE July 20, 2006. An exemption request form must be submitted to the City for signature.

APPLICATION: To apply for a zoning certificate, please complete the attached application and submit it to City Hall with the appropriate fee and accompanying documents. The fees are as follows:

\$75	New Construction	\$50	Home Occupations
\$25	Accessory Structures/Additions	\$10	All Others

REQUIRED INFORMATION: If you are planning to improve your property, you must submit a site sketch with your application. Your site sketch may be hand drawn (based on the actual dimensions and measurements of your lot) or, you may submit a copy of your “house location survey” or “plot plan” with the changes and other required information drawn in, to scale, in ink.

The site sketch must include the following information:

- the exact location, size, and height of any existing or proposed building or structure to be located or altered, and existing or proposed driveway or sidewalks,
- the existing and intended use of each building or structure or part thereof,
- the distance between the proposed building/structure and each lot line and any other building or structures on the property,
- the building restriction lines (information available in the Zoning Ordinance which is online at www.brunswickmd.gov), and
- the number of dwelling units the building is designed to accommodate, if applicable.

ADDITIONALLY, If you are planning to change the use of your property, you must submit a statement including the following information:

- the current use of the building/property, and
- the proposed use of the property.

HOME OCCUPATION: If you are planning to establish a home occupation or resident professional office in your home, you must also submit a Home Occupation/Resident Professional Office Application for Zoning Certificate.

Zoning certificates shall automatically expire one year after the date of issuance if the construction or use for which the certificate was issued has not started. The definition for the “start of construction” is included in Chapter 4 of the Brunswick Zoning Ordinance.

REMINDER, Stake out your property prior to submitting your application for a zoning certificate. Your property may be inspected prior to the issuance of a zoning certificate. Zoning certificates will be issued within three to five working days, except in the case of unforeseen operational and staffing circumstances. It will be mailed to you or you may request to pick it up at City Hall.

QUESTIONS, Please contact the Development Review Planner at (301) 834-7500.